

4 January 1963

CIA Records Administration Officer/DGS

Records Survey of Engineering Division

1. In accordance with your request, [] of my Staff inventoried the records of the Engineering Division and in conjunction with personnel of that Division prepared the attached Records Control Schedule.

2. The approval of this schedule completes the inventory and evaluation activity for all records []. Schedules for all [] components were developed and approved in April 1960.

3. Implementation of this schedule will permit the orderly retirement or destruction of records in accordance with established retention periods.

4. In addition to the development of a schedule, [] presented the following recommendations; the implementation of which should result in a reduction of records and provide good Records Management Practices:

a. Review records that have previously been retired to the Record Center and destroy in accordance with current Records Control Schedule.

b. Review existing forms used by Engineering Division to effect improved format and possible elimination of some through consolidation.

c. Eliminate the maintaining of individual files by the Chief and Deputy Chief of the Division.

d. Provide all copies of memoranda and correspondence to be filed to the Secretary for filing in the Division Subject File.

e. Screen for possible destruction the contents of file titled "Work for Draftsman".

4. Arrange for the Secretary to view the file arrangement and maintenance provided contract files, at Headquarters, Logistics/ Real Estate and Construction Division.

5. I wish to express my appreciation to members of the Engineering Division for their splendid cooperation given to during this survey.

6. Please feel free to call on me if we can be of any further assistance.



Attachment:
Record Control Schedule